

SUPERIOR COURT OF CALIFORNIA
COUNTY OF RIVERSIDE

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**PETITION TO ESTABLISH PARENTAL RELATIONSHIP
PETITION FOR CUSTODY AND SUPPORT OF MINOR CHILDREN
FORMS AND GENERAL INFORMATION PACKET**

**PART II. FINISHING YOUR CASE
JUDGMENT - PARENTAL RELATIONSHIP/CUSTODY & SUPPORT**

This packet includes forms and instructions to *finish* your Parental Relationship/Paternity case or for Custody and Support of Minor Children. The instructions are on colored paper, the forms are on white. Please read all of the instructions before you begin.

ALERT! The forms contained in this packet finish your case. If you have not started your case, you must obtain the first packet entitled “Part I. Beginning the Process.”

NOTE: ALL BOLDDED ITEMS IN THESE INSTRUCTIONS ARE THE NAMES OF FORMS FOLLOWED BY THE FORM NUMBER.

ALERT! COMPLETION OF FORMS—(All forms in the first packet entitled “Part I. Beginning the Process” must be filed first).

1. To finish your case, the following forms must be completed.

- ☐ **Request to Enter Default** (FL-165) Complete and submit this form only after 30 days have passed since the other parent was served with the **Petition** and **Summons** and **no Response** was filed, and you have filed the **Proof of Service of Summons** as explained in the first packet, “Part I. Beginning the Process.” www.courtinfo.ca.gov/forms/fillable/fl165.pdf
- ☐ **Declaration for Default or Uncontested Judgment** (FL-230) www.courtinfo.ca.gov/forms/fillable/fl230.pdf
- ☐ **Income and Expense Declaration** FL-150), (if support is an issue) www.courtinfo.ca.gov/forms/fillable/fl150.pdf

- ☐ **Advisement and Waiver of Rights Re: Establishment of Parental Relationship** (FL-235) (Use for Paternity Case only)
www.courtinfo.ca.gov/forms/fillable/fl235.pdf
- ☐ **Stipulation for Entry of Judgment Re: Establishment of Parental Relationship** (FL-240) (Use for Paternity Case only).
www.courtinfo.ca.gov/forms/fillable/fl240.pdf
- ☐ **Judgment** (FL-250) www.courtinfo.ca.gov/forms/fillable/fl250.pdf
 - ☐ Child Custody and Visitation Order Attachment, (FL-341)
www.courtinfo.ca.gov/forms/fillable/fl341.pdf
 - ☐ Child Support Information and Order Attachment. (FL-342)
www.courtinfo.ca.gov/forms/fillable/fl342.pdf
 - ☐ Stipulation to Establish or Modify Child Support Order, (FL-350)
www.courtinfo.ca.gov/forms/fillable/fl350.pdf
- ☐ **Notice of Entry of Judgment**, (FL-190)
www.courtinfo.ca.gov/forms/fillable/fl190.pdf
- ☐ **Child Support Case Registry**, (FL-191)
www.courtinfo.ca.gov/forms/fillable/fl191.pdf
- ☐ **Notice of Rights and Responsibilities** (FL-192)
Information Sheet on Changing A Child Support Order (FL-192)
www.courtinfo.ca.gov/forms/documents/fl192.pdf

FILING

2. The forms listed above should be submitted to the Express Window in the Clerk's Office at the same time. However, some forms have special filing requirements.
 - a. **Request to Enter Default.** Submit ***original and two copies*** to the Express Window in the Clerk's Office, together with *one stamped envelope addressed to the other party* with the court's address as the return address. The clerk will then forward the request for processing. Once the file has been reviewed, the clerk will enter default and mail the notice of default to the other party. Additionally, if you would like a copy mailed to you, you must submit a self-addressed envelope with postage prepaid.
 - b. **Declaration for Default or Uncontested Judgment.** Submit ***original and two copies*** of each of these documents to the Express Window in the Clerk's Office. The clerk will forward the documents for processing. Once the **Judgment** has been signed, the clerk will file the original.

An optional large self-addressed stamped envelope with postage prepaid may be included if you would like copies of the **Declaration for Default or Uncontested Judgment** and the **Judgment** mailed to you. Otherwise,

the copies will be left in the “Pro Per Bin” which is located next to the Attorney bins, where you may pick them up approximately six (6) weeks after submission.

- c. If your *Petition* contains CHILD SUPPORT provisions, you must submit the original and two copies of the following documents along with the above-mentioned documents:
 - i. **Income and Expense Declaration** (FL-150)
 - ii. **Child Support Case Registry Form** (Form FL-191)
 - iii. **Stipulation to Establish or Modify Child Support and Order** (FL-350), if applicable.

You must also attach the following informational sheets to the **Judgment**:

- iii. **Notice of Rights and Responsibilities—Health Care Costs and Reimbursement Procedures and Information on Changing a Child Support Order** (Form FL-192) (Attachment only)

If you would like the support to be garnished from the payor’s paycheck, you must submit the original and two copies of the **Order/Notice to Withhold Income for Child Support**. After the judicial officer has signed this **Order/Notice**, you must mail the **Order/Notice** to the other party’s employer. If you need assistance, contact the Family Law Assistance Center, which is located on the 3rd Floor of the courthouse.

- d. **Notice of Entry of Judgment**. Submit *original and two copies* along with *two large, stamped envelopes*, one addressed to you and the other addressed to the other party with the court’s address as the return address. These envelopes are **not** optional and are in addition to those required for the **Request to Enter Default**. The Clerk will enter the date of final Judgment on this form, file the original and mail one copy to you and the other copy to the other party. If you provide large enough envelopes, the Clerk will include copies of the **Judgment** and **Declaration for Default or Uncontested Judgment** when mailing the **Notice of Entry of Judgment**.